

OPEN ENROLLMENT MAY 4 THROUGH MAY 20, 2009!

What you need to do!

Review your current benefits for health, dental, vision, group legal and blood bank. Changes to current coverage must be made by May 20, 2009.

- If you wish to enroll in new health, dental or blood bank coverage, change plans, add spouse/dependents or terminate coverage, you must complete the online enrollment process by May 20, 2009. The eBenefits Quick Reference Guide is available at www.ben.omb.delaware.gov/oe. If you do not have access to a computer, please see your Human Resources/Benefits Office.
- Remember if you do nothing, your current health and dental benefits will automatically remain the same with **NEW** health plan rates effective July 1, 2009.
- New rates will be reflected in your July 17th payroll deductions.

Complete a Spousal Coordination of Benefits form.

- If you cover your spouse in one of the State of Delaware Group Health Insurance medical plans, you **MUST** complete a new Spousal Coordination of Benefits form each year during Open Enrollment and anytime your spouse's employment or insurance status changes.
- **Failure to complete this form will result in a reduction of spousal benefits.**
- Complete the form online at **www.ben.omb.delaware.gov/documents/cob**, or print and submit the completed form to your Human Resources or Benefits Office no later than May 20, 2009. **RETAIN A COPY FOR YOUR RECORDS whether you are completing the form online or submitting a paper copy.**
- **Double State Share** – The current Double State Share benefit remains in place at this time. Should legislation be enacted regarding Double State Share following Open Enrollment and such amendments impact the contribution rates of Double State Share members, those affected will be provided an opportunity to change medical plans.